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Fees

2017 RECORDER'S FEES - EFFECTIVE JULY 1, 2017			
IC Reference	Fee	Amount	Fund
(IC) 36-2-7-10	1) Any Deed or Other Instrument (other than mortgage)	\$25.00	\$8.00 - General * \$5.00 - GDF \$12.00 - RPF \$1.00 - (C) Security Protection * \$1.00 - Elected Officials Training *
(IC) 2)	Mortgage	\$55.00	\$24.00 - General * \$5.00 - GDF \$11.50 - RPF \$1.00 - (C) Security Protection * \$1.00 - Elected Officials Training *
(IC) 3)	Page Size: Larger than 8 1/2 x 14	\$15.00	County General
	First Page	\$5.00 per page	
	Additional Pages	\$5.00 per page	
(IC) 4)	Release, Partial Release or Assignment of Mortgage, Judgment, Lien, Oil & Gas Lease contained in a multiple transaction - document	Recording Fee in (IC) 1) + \$7.00 per transaction after the first	County General
(IC) 5)	Copies: 11 x 17 or smaller	\$1.00 per page	RPF
	Larger than 11 x 17	\$5.00 per page	
(IC) 6)	Acknowledging or Certifying	\$5.00	County General
(IC) 7)	Computer Tape, Disk, Optical Disk, Microfilm, or similar Media	Ordinance	RPF
(IC) 8)	Affordable Housing Fee (Only by Proper County Council Ordinance)	\$10.00	60% Local Affordable Housing 40% State Affordable Housing
(IC) 9)	Housing Trust Fund (County Containing a Consolidated City)	\$2.50	60% Local Affordable Housing 40% State Affordable Housing
	First Page	\$1.00 per page	
	Additional Pages	\$15.00	
IC 36-2-7-10.7	Flat Rate Per Document (only if ordinance adopted by County Council)	\$ 2.00	\$1.00 - (C) Security Protection \$1.00 - Elected Officials Training
IC 36-2-7-5.6 10)	Identification Security Protection Fee (included in recording fees)		
IC 36-2-7-10.1 11)	Bulk Copies	\$ 0.10 per page or by ordinance up to \$ 0.20	RPF
IC 5-14-3-5(b)(1) 12)	Enhanced Access	Ordinance	Enhanced Access Fund

All fees in Subsection (c) must be posted in a prominent place in your office.

- https://www.in.gov/sboa/files/2017_Recorder%207s_Fees_NEW.pdf
- UCC Filings will be charged according to this schedule


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Types of Payments Received

- **IC 36-1-8-11(c)**

- (1) Cash.
- (2) Check.
- (3) Bank draft.
- (4) Money order.
- (5) Bank card or credit card.
- (6) Electronic funds transfer.
- (7) Any other financial instrument authorized by the fiscal body.



- **IC 36-1-8-11(d)**

If there is a charge to the political subdivision or municipally owned utility for the use of a financial instrument, the political subdivision or municipally owned utility may collect a sum equal to the amount of the charge from the person who uses the financial instrument.



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Collecting Payments

- Receipts are to be issued and recorded at the time of the transaction
- Collections are received in the mail and from individuals
- Receipts should be issued for ALL collections
- An approved OR a prescribed receipt is to be used
- Proper internal controls should be in place for handling collections
- Employees handling collections should be properly bonded. (collect over \$5,000)



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Making Deposits

- IC 5-13-6-1
 - Requires daily deposits for amounts over \$500
 - This statute also addresses the designated depository. The Indiana Board for Depositories' website contains the most recent listing of approved depositories. The list can be accessed at www.in.gov/tos/deposit/



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Report of Collections

REPORT OF COLLECTIONS

To: County Auditor
Sample County
Sample County, Indiana

Collections for the Period: March 1, 2018 to March 31, 2018

DESCRIPTION	Fund to be Credited	Collections This Period	Prior Collections	Year to Date Collections
Recording Fees (Lines 1, 2, 3, 4 & 6)	County General	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00
Copies, Supplemental Fees, Mortgage Fees, and Identification Fees (Lines 5, 9, 10, 11, 14 & 15)	Recorder's RPIF	136.00	272.00	408.00
Mortgage Fees (Line 11)	Mortgage Recording Fees-State Share	70.00	125.00	240.00
Deeds (Line 7)	Surveyor/Corner Perp.	50.00	100.00	150.00
60% Affordable Housing Fee (Line 12)	Local Afford. Housing	60.00	120.00	180.00
40% Affordable Housing Fee (Line 12)	State Afford. Housing	40.00	80.00	120.00
Identification Security Protection Fee (Line 14)	Identification Sec. Prot.	18.00	36.00	54.00
Identification Security Protection Fee (Line 14)	Elected Officials Train	18.00	36.00	54.00
Enhanced Access Fees (Line 16)	Enhanced Access Fund	35.00	70.00	105.00
Interest Earned	County General	8.52	17.04	25.56
Total Amount Collected		\$ 1,435.52	\$ 2,856.04	\$ 4,338.56

- Used to transfer custody of cash when remitting fees monthly to the County Treasurer



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Receipting Process

1. Take the Report of Collections to the Auditor
 - Auditor prepares an Application to Pay that shows the date, funds credited, amount, & source
2. Take the Application to Pay along with the check to the Treasurers office.
 - Treasurer counts money and issues a Receipt
3. Take the Receipt to the Auditors office
 - Auditor will issue a Quietus



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Receipting Process *Continued...*

- The auditor has information to post the funds ledger and proof that the money is in the custody of the Treasurer.
- The Treasurer has the information needed to post their copy of the funds ledger based on the amount of the quietus.
- The person paying has information on the amount posted to the funds ledger and a receipt to show the transfer of the funds to the Treasurer.



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Fund Accounting

- A fund is defined as a separate accounting entity, established from various sources, that is self balancing reporting the current cash balance as well as receipts and disbursements for the calendar year.
- All funds require appropriation before disbursements can be made, unless there is specific statutory authority to spend without appropriation.



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Statutory Funds

- Recorder's Record Perpetuation IC 36-2-7-10(d)
- Surveyor's Corner Perpetuation IC 36-2-12-11
- Elected Officer Training IC 36-2-7-19
- County ID Security Protection Fund IC 36-2-7.5-11



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Claims *Continued...*

- What is the Auditor looking for when auditing the claim?
 1. Claim must be itemized and supported
 2. Prices charged are in accordance with contracts awarded, where applicable
 3. Quantity and unit price added to agree to total on invoice
 4. Claim must be approved by officer receiving the goods or services
 5. Sufficient funds and appropriations are available
 6. Claim has not been previously paid



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Claims *Continued...*

- Additional Information needed:
 - Fund Number
 - Account Number
 - Any applicable determination made



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Claims *Continued...*

- Just a reminder that timeliness is very important when submitting claims



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Contact Us

- Call Us
Lori Rogers & Ricci Hofherr
at (317) 232-2512
- Email Us
Counties@sboa.in.gov



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